



NOAA

March 2020

2020 Financial Assistance Workshop Closeout

Acquisition and Grants Office
Grants Management Division



Closeout Overview

2 CFR 200.343 – Closeout regulations effective December 26, 2014

Note: Awards made before December 26, 2014 must follow:

15 CFR § 14.71 Closeout Procedures (Universities, Non-Profits, and For-Profits)

15 CFR § 24.50 Closeout Procedures (State and Local Governments)

- Closeout Period – 90 days after award expiration date
- Closeout Extension – Must be requested before the 90 day expiration of the closeout period

90 Day Closeout Period

- Grantees have up to **90 days** after award expires to submit reports and drawdown funds for expenses incurred during the award period

Extension to closeout

- Requires written award action request submitted through Grants Online *before* expiration of initial 90-day close out period
- Should only be requested to complete final reports and make final payments

DONE!



GONE ACT



Grants Oversight and New Efficiency (GONE) Act

- Signed into law January 28, 2016
- Holds Federal awarding agencies accountable for closing awards within 1 year



Closeout Process

- [2 CFR 200.344](#) - Post Closeout Adjustments and Continuing Responsibilities
- Returning Excess Funds:
 - Return funds in ASAP
 - If excess funds are drawn down, a check of the overdrawn amount must be mailed to the NOAA Finance Office and must include the award number:

Department of Commerce
NOAA Office of Finance and Administration
20020 Century Blvd.
Germantown, MD 20874

- Property and Equipment/Supplies Disposition: SF-428, SF-428B and/or SF-429
- The most current Single Audit must be submitted in [FAC](#) upon closeout of an award






Who is Responsible for Award Closeout

- Non-Federal Entity
- Program Office
- Grants Office





Non-Federal Entity Responsibilities

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- Complete award goals and objectives
 - Verify all special award conditions (SACs) have been satisfied
 - Submit final payment request, *as applicable*.
 - Submit final Federal Financial Report (SF-425) and final Performance Progress Report.
 - Submit Report of acquired property (purchased with federal funds), *as required*
 - SF-428 – Tangible Personal Property Forms
 - SF-429 – Real Property
 - Advance/excess payments returned

Program Office Responsibilities





- Monitor and oversee award performance
- Review and accept performance or technical reports
- Notify Grants Office if non-Federal entity is noncompliant with award terms and conditions
- Verify that all programmatic special award conditions are satisfied

Grants Office Responsibilities

- Review and approve **final** Request for Advance or Reimbursement (SF-270)
- Review and approve **final** Federal Financial Report (SF-425)
- Manage property acquired with Grant funds
- Ensure that the most current Single Audit is provided upon Closeout
- Verify all special award conditions (SACs) are satisfied
- De-obligate remaining funds
- Approve administrative and manual closeout documentation



Grants Online (GOL) Processing

- **Phase I: Financial Closeout**
De-obligation
 - **Phase II: Administrative/Manual Closeout**
Administrative Closeout Checklist
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Financial Closeout



Contingent on acceptance of final Federal Financial Report (SF-425)



The Final SF-425:

- Line 10a *Cash receipts* should be equal to line 10b *cash disbursements*, with no excess funds on hand, line 10c
 - Line 10f, *Federal Share of Unliquidated Obligations* should be \$0
 - Funds to be deobligated on line 10h, *unobligated balance of federal funds*
 - Indirect Cost Rates (correct math, negotiated agreement on file for each period during award, appropriate rates and methods used)
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Final SF-425 Report

Federal Financial Report (Follow form instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2022

1. Federal Agency and Organizational Element to Which Report is Submitted [Redacted]		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) [Redacted]	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: [Redacted] Street1: [Redacted] Street2: [Redacted] City: [Redacted] County: [Redacted] State: [Redacted] Province: [Redacted] Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]			
4a. DUNS Number [Redacted]	4b. EIN [Redacted]	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) [Redacted]	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	8. Project/Grant Period From: [Redacted] To: [Redacted]	9. Reporting Period End Date [Redacted]
10. Transactions (Use lines a-c for single or multiple grant reporting)			Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			0.00
b. Cash Disbursements			0.00
c. Cash on Hand (line a minus b)			0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			0.00
e. Federal share of expenditures			0.00
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			0.00
h. Unobligated balance of Federal Funds (line d minus g)			0.00
Recipient Share:			
i. Total recipient share required			0.00
j. Recipient share of expenditures			0.00
k. Remaining recipient share to be provided (line i minus j)			0.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m or line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
g. Totals:					[Redacted]	[Redacted]
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: [Redacted] Add Attachment Delete Attachment View Attachment						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix: [Redacted]	First Name: [Redacted]	Middle Name: [Redacted]				
Last Name: [Redacted]						Suffix: [Redacted]
Title: [Redacted]						
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
[Redacted]				[Redacted]		
d. Email Address				e. Date Report Submitted		14. Agency use only:
[Redacted]				[Redacted]		

Standard Form 425



Equipment (2 CFR 200.313)

Equipment: tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Equipment Disposition

Required when acquired equipment no longer needed for original project/program or other activities

Current per-unit fair market value < \$5,000	Current per-unit fair market value ≥ \$5,000 with a useful life of 1+ years
Equipment may be kept *, sold, or disposed of with no further obligation to Awarding Agency	Equipment may be kept* or sold with compensation to Awarding Agency (Awarding Agency's share % of interest × current market value of equipment)

**for use on other Federally supported work/projects*




Disposition Instructions (DOC Specific)



- Must be requested if required by the terms and conditions of the Federal award
- If not issued within 120 days, equipment with current per-unit fair-market > \$5,000 may be retained or sold with reimbursement to DoC (Awarding Agency's share % of interest × current market value of equipment LESS \$500 or 10% of proceeds)
- Title may be transferred to Federal Government or eligible third party IF Non-Federal entity entitled to compensation for percentage of fair market.
- DoC reserves right to transfer title to Federal Government or a third party
- Disposal costs charged to award or paid to Non-Federal Entity by DoC
- If instructed to ship equipment elsewhere, DoC to reimburse Non-Federal entity. (Non-Federal entity's share % × current market value of equipment PLUS \$500 or 10% of proceeds, for shipping and storage costs)




Research Award Recipients & Equipment



Per the [Research Terms and Conditions](#), Department of Commerce (DOC) permits non-Federal entities with **research awards** to **own equipment** upon acquisition without conditions and **without obligation** at the termination of the project.



Research award recipients **do not** need to request disposition instructions or submit equipment forms, unless specific award conditions direct the recipient otherwise.




Real Property (2 CFR 200.311)

Real Property: land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.



- Title vests in the non-Federal entity.
- Must be used for original intended purpose as long as needed.
- Disposition: when no longer needed on the original project, disposition instructions must be requested from the Awarding Agency.
 - ✓ The non-Federal entity shall retain title after compensating the Awarding Agency
 - ✓ Non-Federal entity may be directed to sell the property and pay the Awarding Agency
 - ✓ Transfer title to the Awarding Agency or third party



Federally-Owned and Exempt Property




Exempt Property: Federally-owned property that has been vested in a non-Federal entity without obligation to the Federal Government.


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- Title remains vested in Federal Government.
 - DoC/NOAA may vest title in Non-Federal Entity, when appropriate (exempt property).
 - Excess property reported to General Services Administration.
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Intangible Property



Intangible Property: property having no physical existence, such as trademarks, copyrights, patents, patent applications, loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).



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- Title vests in non-Federal entity.
 - DOC reserves royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
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Supplies

Supplies: all tangible personal property other than those described as Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life.

- Unused supplies > \$5,000 must be sold or retained for use on other awards.
- May not be used to provide services or supplies for a fee less than that charged by private companies for equivalent services/supplies.

Equipment & Property Forms

- [SF-428](#) – Cover Sheet
- [SF-428-A](#) – Annual Report
- [SF-428-B](#) – Final Report
- [SF-428-C](#) – Disposition Request
- [SF-428-S](#) – Supplement Sheet
- [SF-429](#) – Real Property Report

Grants Forms

- All government-wide and agency specific grant forms can be found on [grants.gov](https://www.grants.gov)
- Link to PDF and instructions are included

The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text 'SEARCH: Grant Opportunitie...'. Below the search bar is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The 'FORMS' menu is expanded, showing a list of categories: FORMS REPOSITORY (with sub-items: R&R Family, SF-424 Family, SF-424 Individual Family, SF-424 Mandatory Family, SF-424 Short Organization Family, Post-Award Reporting Forms, Retired Forms) and FORMS DEVELOPMENT (with sub-items: Forms Status Report, Forms Process, Forms Request, Planned Country and State Lists Update, Planned UEI Updates). An orange arrow points from the top right towards the 'FORMS' menu. Another orange arrow points from the 'Post-Award Reporting Forms' sub-item in the repository list to a table below.

POST-AWARD REPORTING FORMS:

Agency Owner	Form Name	Adobe Form	Form Schema	Form Items Description	Form Instruction
Grants.gov	Disclosure of Lobbying Activities (SF-LLL)	PDF	Schema	FID	Instructio
Grants.gov	Federal Financial Report (SF-425)	PDF	Schema	FID	Instructio
Grants.gov	Federal Financial Report Attachment (SF-425A)	PDF	Schema	FID	Instructio
Grants.gov	INSTRUCTIONS FOR THE SF-429 Real Property Status Report	PDF	Schema	FID	
Grants.gov	SF-270 Request for Advance or Reimbursement	PDF	Schema	FID	Instructio
Grants.gov	SF-271 Outlay Report and Request for Reimbursement for Construction Programs	PDF	Schema	FID	Instructio
Grants.gov	SF-429 Real Property Status Report (Cover Page)	PDF	Schema	FID	Instructio
Grants.gov	SF-429-A Real Property Status Report ATTACHMENT A (General Reporting)	PDF	Schema	FID	Instructio
Grants.gov	SF-429-B Real Property Status Report ATTACHMENT B (Request to Acquire, Improve or Furnish)	PDF	Schema	FID	Instructio
Grants.gov	SF-429-C Real Property Status Report ATTACHMENT C (Disposition or Encumbrance Request)	PDF	Schema	FID	Instructio
Grants.gov	Tangible Personal Property Report - Annual Report - SF-428-A	PDF	Schema	FID	Instructio
Grants.gov	Tangible Personal Property Report - Disposition Request/Report - SF-428-C	PDF	Schema	FID	Instructio
Grants.gov	Tangible Personal Property Report - Final Report - SF-428-B	PDF	Schema	FID	Instructio
Grants.gov	Tangible Personal Property Report - SF-428	PDF	Schema	FID	Instructio
Grants.gov	Tangible Personal Property Report - Supplemental Sheet - SF-428-S	PDF	Schema	FID	Instructio

NOTE: The post-award reporting forms available on this portion of the site are available to do agency from which you or your organization have received a grant. To download and complete Adobe Reader software. [Get Adobe Reader](#)





NOAA Administrative/Manual Closeout

- Verify that advance/excess payments returned
- Verify that equipment followed disposition instructions
- Final performance certification/report received & accepted
- Cost-share/match requirements met in accordance with the award
- Indirect costs consistent with the award
- Suspended/disallowed costs resolved
- Government property accounted



Common Delays to Closeouts

1. The non-Federal entity is suspended or has disallowed costs, and if a pending audit has not been resolved.
2. Special Award Conditions have not been satisfied.
3. Reports are not submitted by the deadline or have not been accepted by the grants management specialist or program officer.
4. Awards or actions are pending approval and/or acceptance.
5. Termination of an award has not been completed.
6. All excess funds have not yet been de-obligated.
7. If the non-Federal entity is delinquent in their most current Single Audit report upon closeout



Notification from GOL - Closeout Finalized



The above referenced Financial Assistance Award supported by NOAA ended on 2019-05-23 18:12:08.0. All received reports have been reviewed, and accepted as final in the format presented and in accordance with 15 CFR Part 14, Sections 14.53 and 14.71. As this award is officially **closed**, the option to re-open is not available. Any remaining funds not used or drawn down during the award period will be deobligated. Your files should be kept intact for a period of three years from the date of the final Financial Status Report or, until a final audit resolution (if applicable) is reached.





Closeout Vocabulary Exercise

Take a couple minutes to fill out the [worksheet](#).

Keep for your reference

[NEW AGO Website: Closeout Guidance](#)

Review & Exercises

What is closeout?

- The process that completes the grant agreement between the Awarding Agency and the non-Federal entity when all applicable administrative actions and required programmatic work have been completed

How long is the closeout period?

- 90 days, unless an extension to closeout is approved

Who participates in the closeout process?

- Non-Federal Entity
- Program Office
- Grants Office

Review & Exercises (cont...)

Which is not a closeout requirement?

- a. final reports submitted in 90 days
- b. acquired property reporting
- c. exhaustion from work

By the 90th day after award expiration, what should be complete?

- a. initiate final request for reimbursement or drawdown
- b. submit final reports, property forms, other documentation
- c. book a long vacation for all your hard work
- d. a & b
- e. all of the above



Questions?

You may also submit questions to GMD.Services@noaa.gov

Please remember to complete your surveys, and contact your respective Grants Management Specialist with any additional questions.